The Annual Report for Societies for the Year (2012)

(This template is for translation purposes only. All societies including international ones need to submit their annual report in Arabic. This template was developed in the English language only to help international organizations in the preparation of their annual report)

This annual report template must be used by all the Societies registered in the Registry of Societies. This template can be downloaded from the Registry of Societies website (www.societies.gov.jo)

General Information

By the end of each year, all societies registered in the Registry of Societies must submit an annual report that meets the requirements of the Registry as stipulated in Article 16 and Article 17of the Societies Law No.51 for the year 2008 and its amendments¹, Article 10 of the bylaw regulating the basic rules of societies No. 57 for the year 2010, and the instructions of societies classification for the year 2013. This manual serves as a guideline tohelp societies prepare and submit theirnarrative, administrative, and financial report.

Whoisthe responsible forsubmitting the annual report?

The Board of Directors of the society is required to submit an annual report about the activities of the society and its technical, administrative, and financial status, for the fiscal year that ends on December 31 of each year. The report must be approved during the annual general committee meeting.

Whenis the due date for annual report²?

The annual report must be submitted before April 30th of the current year (2013) for the previous fiscal year that ended on December 31st, 2012.

Where the report should be submitted?

The society's annual report for the year 2012 must be submitted with an official cover letter issued by the society to the Registry of Societiesusing the enclosed envelope. For future years, the reportcan be submitted to therelevantField Social Development Directorate. In the case where the society falls within the jurisprudence of another ministry, the report is to be submitted to the competent unit in that ministry. In all cases, the competent ministry, Social Development Directorate, and the society must retain a copy of the report in their records.

2. An annual report that includes the society's accomplishments and activities in the previous year, the sources of its revenues, its expenditures, in addition to any data required by the rules and regulations issued according to the provisions of this Law. Excluded from this date are the Foreign Societies that use other dates for the fiscal year, provided that these societies submit their annual report within 3 months after the end of the approved fiscal year as a maximum.

¹Article 16- a: The Board of Directors of the Society must submit the following documents to the competent ministry:

The annual work plan

An annual budget audited by a chartered accountant elected by the General committee of the Society. The competent Minister
may exempt any society whose budget is less than 2 thousand JDs from the audit process. In this case, the financial records are
revised by the competent ministry.

b. The Society's Board of Directors must open and organize the files and records of membership and subscriptions, and therein list the names of all the members, their personal data, and the date of membership/ subscription according to the norm.

²The Annual reports must be submitted within three months after the end of the approved fiscal year. For the purposes of this report, the submission date has been extended to no longer than 30/4/2013.

[&]quot;Unofficial translation of" the Annual Report Template for the year 2012, approved by the Council of the Registry of Societies in February 2013

What does the Annual Report include?

- The Narrative Report: This report includes general information about the society, such as its
 mission and vision, main and specificobjectives, a summary of all of its programs, projects,
 activities, and accomplishments that contribute to achieving its setobjectives, the
 challengesfaced, and the lessons learned.
- 2. <u>The Administrative Report</u>: This report includes the organizational structure of the society, and information about its employees, and itsBoard of Directors members.
- The Financial Report: This report includes thechartered accountant/ licensed certified auditor report, the audited financial report signed by the accountant, as well as the balance sheet and the budget for the next year.
- 4. The Society's Classification: This section includes a review of the society's objectives using the attached Societies Classification Booklet, which is approved by the Council of the Registry of Societies. It also includes the work plan for the next calendar year, and the estimated budget which conforms to the mainobjective and the updated objectives of the society.
- 5. <u>Mandatory Appendices:</u> This section includes a summary of the names of paid employees working in the society, a summary of the names of the Board of Directors members, the financial report, and the society's branches, if any.
- 6. <u>Optional Appendices:</u> This section includes any other appendices the society would like to attach to the report for documentation purposes in the Registry of Societies and the competent ministry.

How to Fill the Annual Report Template

- Fill the attached template to complete the annual report of the society. All parts must be filled accurately, and all other mandatory appendices must be attached.
- 2. Answer all the questions fully and accurately. If you need more space for any of the questions, you may add more pages as appendices, provided that they are clearly numbered and have the same numbers and headings used in the approved template. Thereport template can be downloaded from the Registry of Societies website (www.societies.gov.jo), and it is preferred that you fill it electronically to facilitate the work and then print it out for submission.
- 3. The Financial Report:
 - a. All information pertaining tofinancial matters should be prepared according to the template approved by the Registry of Societies. The financial information should be provided for a specific calendar year, which ends on December 31st of each year.
 - b. Make sure that the financial report is in line with the financial status of the society during that specific calendar year. Please make sure that the balance sheet showsthe income and expenditures of the society until the end of year, and not until the date of preparing the report.
- 4. Make sure to submit the annual report, financial report, auditor's report, and all the mandatory appendices as one package.

Signing the Report:

The report must be signed by the Board of Directors or its delegate and inaccordance to the society bylaws. The person submitting the report needs to ensure that all the information mentioned therein is correct and accurate as he/she will be held responsible and accountable for its accuracy and precision.

What are the consequences when a society fails to submit its report?

If, for anyreason, the society was unable to submit its annual report and appendices, or submitted its annual report with falsed at a or missing data, the society should provide the competent information requested within a specific period of time determined by the competent ministry. It is advised that the society submits the relevant information in due time in order to avoid any penalties.

Can the society postpone the submission ofits annual report?

The society may request to postpone submitting its annual report provided that it received a pre-consent from the competent ministry, and provided that its reasons for the postponement is convincing, and that the delay period does not exceed 60 days, to be extended for one time only. (Example: appointing a temporary Board of Directors).

Is the society required to submit a report in the case of changing the Board of Directors?

The society must supply all the information pertaining to the dissolution of the previous board, including the dissolution date, and update all the general information about the society, such as the names of the new Boardof Directors and their contact details. Moreover, the society must document any changes taking place in the society as well as its programs and its budget.

Where can the society receive assistance or any additional information to seek advice onits classification?

Contact the ministry responsible for your societyor, alternatively, call the Social Development Directorate in yourgovernorate, or the Registry of Societies in the Ministry of Social Development on phone number (06 5679327), ext. 521.

Section One: General Information about the Society

This section includes the mission, vision, and objectives of the society, which represents the core of the annual report. The vision is the reason for which the society exists. This section also includes an overview about the society's plans that will contribute to realizing its vision. The society may, however, reconsider its mission, vision and objectives, and ensure that its programs and activities are pertinent, and conform to its registration. It is important to keep in mind that if the relationship between the mission, objectives, programs, and activities is vague, then it will be difficult for the beneficiaries, donors and others to understand.

1. Identification Information of the Society (A separate form is filled for branches)

Dianchesj					
Society Name:	National Number:				
Competent Ministry:	EstablishmentDate:				
Phone Number (landline):	Mobile Number:				
Email:	P.O. Box: Postal Code:				
Governorate:	District:				
Province:	Area:				
Neighborhood:	Type of Location(urban, rural, badia)				

Name of Society's Director:	Phone Number:
Mobile Number:	Email:
Website:	

2. The Mission and Vision of the Society

Society's Vision:		
Society's Mission Statement:		

3. What is the (primary) strategic objective of the society?

(The strategic objective of the society should be consistent with its mainarea of specialization. The society may reconsider its main area of specialization on an annual basis, using the attached societies' classification list)

4. What are the objectives of the society (according to the society's bylaws)

(Since the society's performance is usually assessed based on its achievements towards the stated objectives, the society's objectives should be specific, measurable, achievable, realistic, and time-bound (SMART). The society may revisitits objectives annually, upon the approval of the general committee, and in consultation with the societies' classification booklet).

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5. A summary of the society's programs, projects, activities and accomplishments that contribute to achieving its objectives.

(An appendix can be added to explainthe details of the society's programs, activities and accomplishments. The appendix should be numbered clearly)

6. What are the risks (challenges) faced by the society?

(**Risk Definition**: Anything that may compromise or hinder the society's endeavors to achieve its objectives and deliver its mission statement. The society may indicate hereunder the anticipated opportunities and risks)

Opportunities and Risks relating to:

- The society's programs.
- Theadministrative affairs (Human resources, the general performance of the society, changes in the regulations governing the society's work)
- The financial matters (project funds, financial risks)
- The interest of beneficiaries, funders, government, and the private sector in the society.
- 7. What are the most critical lessons learned during the reporting year?

			of the Major sults	Estimated A Ra		Numb Benefic		Revenues (in JDs)	Expenditu res (in JDs)
No.	Sub- Objectives (as stipulated in the bylaw)	Before the Current Period	End of the Current Period	Planned (According to the annual work plan of the previous year)	Actual	Females	Males		
1									
2									
3									
4									
5									

10. Summary of the budgetof the society (Data should be consistent with the data in the attached financial report)

(Requiresradicalcorrectional action)

Suggestions for Improvement

Item		Amount (JDs)
Opening Balance (at the beginning of the year)		
	Total revenue of the Society	
	Total expenses of the Society	
End Balance (at the end of the year)		

11. Who are the major financing parties and donors for the Society
(Data should match the information stated in the attached financial report, and should include the individuals (including philanthropists) who made any financial contributions to the society. Pleaselist the name of a financing party more than once if it funded more than one project or activity)

Local Donors

No.	Financing Party (Donor)	Governmental/ non- Governmental	Address	Project Name	Project Start Date	Project End Date	Fund Value (JDs)
1							
2							
3							
4							

Foreign Donors

No.	Financing Party (Donor)	Governm ental/ non- Governm ental	Address	Project Title	Project Start Date	Project End Date	Fund Approval Date	Fund Value (JDs)
1								
2								
3								
4								

Section Two: Management of the Society

This section includes an overview about the Society's employees and its Board of Directors members, and gives the Society the opportunity to demonstrate that its organizational structure supports its management in its efforts to realize its mission and vision.

1. Summary about the organizational structure of the Society, and its support to achieve its mission. (The organizational structure of the Society can be included as an appendix)

2. Number of paid employees working in the management of the Society

(Please include a summary of the names of the employees working in the Society as illustrated in the attached table- Section Five, Appendix 1)

Employment Type	Males	Females	Total
Full Time			
Part Time			
Total			

3. Number of volunteers in the Society, if any

Employment Type	Males	Females	Total
Full Time			
Part Time			
Total			

4. Chartered Accountant (Auditor) / Name of Audit Company

Name:

Company Registration Number: Date of Contracting the Auditor:

5. Name of the Honorary President of the Society, if any

6. Current Board of Directors

Current number of the Board of Directors members	
Number of male members in the Board of Directors	
Quorum	
Date of Election	

Number of members in the Board of Directors cited in the bylaw	
Number of female members in the Board of Directors	
Duration of the Board of Directors (in years)	

Overview of the Board of Directors Meetings

(Please comply with the bylaw of the society)

(1 10030 (comply with the bylaw of the society)		
No.	Date of the Board of Directors Meeting (Year 2012)	Number of Attendees	Main Decisions
1			
2			
3			

7.	Number of the General Assembly ³ , and their involvement during the
	reporting year

Current number of the general assembly members (Who paid their membership fees)	
Number of general assembly male members	
Number of general assembly female members	

Overview of the General Assembly Meetings (During the year of the report)

(Number of the General Assembly Meetings as Indicated in the Society's Bylaw)

No.	Date of the General Assembly Meeting	Number of Attendees/ Delegates	Main Decisions

Extraordinary General Assembly Meetings during the year, if any

No.	Date of the General Assembly Meeting	Number of Attendees/ Delegates	Main Decisions

³Societies registered as private or closed societies are not required to fill this part of the report

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Section Three: Annual Financial Report

(Annual reports must present the complete financial data, including the notes, if any. The report of the financial auditor must alsobe included as Appendix 3 in the annual report)

Annual Financial Report (Budget) Fiscal Year (2012) **First Fourth** Second Quarter Third Quarter Quarter Quarter (January, (July, August, (October, **Total** (April, May, September) February, November, June) December) March) Revenues Local Funds (Specify) Foreign Funds (Specify) Profits of the Society's **Projects** Contributions of the Society Membership fees Bank Interest(s) Assets (Real estate, carsetc.) <Other - Specify> Total Revenue of the Society **Operational Expenses** Salaries and Allowances Depreciation Office Expenses Rent Maintenance <Other - Specify> Total Operational **Expenses Balance**

SectionFour: Reviewing the Society's Objectives and Integrating Them in Its Work Plan for the Current Year 2013.

In order for the society to develop its own work plan for the coming year, it should first specify its specialization and objectives using the societies' classification approved by the Council of Registry of Societies. (Please refer to the attached societies' classification booklet, read it carefully, and then fill in the form below).

Specify the main area of specialization and its number (Please select the specialization from the approved attached list)			Enter the appropriate d	efinition		
Field Code	Field Type	Description	Select the Type of Activity	Main Targeted Criteria	Secondary Targeted Criteria (Optional)	Gender
			 Advocacy Awareness Raising Loans, financial and in kind aids and support Research, studies, and documentation Services Skills Building 	Children (0-17 years) Youth (18- 24 years) Adults (25- 64 years) Senior Citizens> 65 years Family/ Tribe Community at large Civil society organizations Media Private sector Government	Orphans Poor and People in need Refugees and afflicted persons Unemployed Visually impaired Hearing impaired Physically impaired Psychological disability Multiple impairments	☐ Male ☐ Female ☐ Male and Female
			Advocacy Raising Awareness Loans, financial and in kind aids and support Research, studies, and documentation Services Skills Building	Children (0-17 years) Youth (18- 24 years) Adults (25- 64 years) Elderly people> 65 years Family/ Tribe Society at large Civil society organizations Media Private sector Government	Orphans Poor and needy Refugees and afflicted persons Unemployed people Visual impairment Hearing impairment Motor impairment Psychological disability Multiple impairments	☐ Male ☐ Female ☐ Male and Female
			Advocacy Raising Awareness Loans, financial and in kind aids and support Research, studies, and documentation Services Skills Building	Children (0-17 years) Youth (18- 24 years) Adults (25- 64 years) Elderly people > 65 years Family/ Tribe Society at large Civil society organizations Media Private sector Government	Orphans Poor and needy Refugees and afflicted persons Unemployed people Visual impairment Hearing impairment Motor impairment Psychological disability Physical impairments	☐ Male ☐ Female ☐ Male and Female

and its number	r the speciali	specialization zation from the	Write here the appropriate definition				
Work Type Number	Work Type	Work Type Description	Select the Type of Activity	Main Targeted Group	Secondary Targeted Group (Optional)	Gender	
			 Advocacy Raising Awareness Loans, financial and in kind aids and support Research, studies, and documentation Services Skills Building 	Children (0-17 years) Youth (18- 24 years) Adults (25- 64 years) Elderly people> 65 years Family/ Tribe Society at large Civil society organizations Media Private sector Government	Orphans Poor and needy Refugees and Afflicted persons Unemployed people Visual impairment Hearing impairment Motor impairment Psychological disability Multiple impairments	☐ Male ☐ Female ☐ Male and Female	
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			Advocacy Raising Awareness Loans, financial and in kind aids and support Research, studies, and documentation Services Skills Building	Children (0-17 years) Youth (18- 24 years) Adults (25- 64 years) Elderly people> 65 years Family/ Tribe Society at large Civil society organizations Media Private sector Government	Orphans Poor and needy Refugees and afflicted persons Unemployed people Visual impairment Hearing impairment Physical impairment Psychological disability Multiple impairments	☐ Male ☐ Female ☐ Male and Female	

This page is dedicated to list one main specialization, if the Society has another specialization, please fill in the additional following page.

Specify the main area of specialization and its number (Please select the specialization from the approved attached list)			number Please select the specialization from the						
Field Code	FieldTyp Description Select the Type of Activity Main Targeted Criteria Secondary Ta					Gender			
			Advocacy Awareness Raising Loans, financial and in kind aids and support Research, studies, and documentation Services Skills Building	Children (0-17 years) Youth (18- 24 years) Adults (25- 64 years) Senior Citizens> 65 years Family/ Tribe Communityat large Civil society organizations Media Private sector Government	Orphans Poor and People in need Refugees and afflicted persons Unemployed Visually impaired Hearing impaired Physically impaired Psychological disability Multiple impairments	Male Female Male and Female			
			Advocacy Raising Awareness Loans, financial and in kind aids and support Research, studies, and documentation Services Skills Building	Children (0-17 years) Youth (18- 24 years) Adults (25- 64 years) Elderly people> 65 years Family/ Tribe Society at large Civil society organizations Media Private sector Government	Orphans Poor and needy Refugees and afflicted persons Unemployed people Visual impairment Hearing impairment Motor impairment Psychological disability Multiple impairments	Male Female Male and Female			
			Advocacy Raising Awareness Loans, financial and in kind aids and support Research, studies, and documentation Services Skills Building	Children (0-17 years) Youth (18- 24 years) Adults (25- 64 years) Elderly people > 65 years Family/ Tribe Society at large Civil society organizations Media Private sector Government	Orphans Poor and needy Refugees and afflicted persons Unemployed people Visual impairment Hearing impairment Motor impairment Psychological disability Multiple impairments	Male Female Male and Female			

Additional Page

The Work Plan of the Society and the Required Budget for the Next Year (2013)

No.	The objectives for the next year	ectives for the next year		lm; Per	oleme riod	entati	on	Budget Needed
	The objectives for the next year (As indicated in the above mentioned table)	Expected Outputs	Activities	Months 1-3	Months 4-6	Months 7-9	Months 10-12	Budget Needed (JDs)
1.								
2.								
3.								
4.								
٦.								
_								
5.								



Appendix 1: Summary of the names of paid employees working in the society

No.	Names of Employee	Job Title	Full Time/ Part Time	Academic Degree/ Vocational Qualification	Monthly Salary (JD)	Male/ Female	Employment Date
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Appendix 2: Summary of the Names of the Board of Directors Members

No.	Full Name (Four Parts)	National Number (if available)	Date of Birth	Academic Degree / Major	Job/ Profession	Phone Number	Male/ Female	Date of Election in the Board of Directors
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								



Appendix 4: Branches of the Society, if any. (In case of the existence of more branched, please add an appendix)

Branch No.	Registration Date	Branch Name	Governorate	Province	District	Population
1.						
2.						
3.						
4.						

Other Appendices

• •					
(Mandatory Appendices for all the changes that have occurred the Society, and not incorporated in the report) (Optional Appendices to cover the details about the Society projects and activities, for example)	Directorate				
Name of Society's Director:	Name of Employee:				
Signature:	Signature:				
Date: / /	Date: / /				
Society Stamp:	Ministry/ Directorate Stamp:				